GIA Year: 2004 Ins File #:

## \*Application for Grant-In-Aid

# for State Supported Institutional Resident and School for the Deaf Student Libraries \*Only one application per state supported institution may be submitted

Name of Institution		
The Administrator of Libraries	A)	
	B)	
	<b>C</b> )	
	the General Assemb	aid for library services in state supported oly in 2003 for fiscal 2003-2004, pursuant to
The grant-in-aid to the state following manner: MATERIALS	supported institution OTHER	will be allotted to libraries A, B, and C in the TOTAL GIA
A		<del></del>
Describe Other:		
_		
D		
Describe Other:		
C.		
Describe Other:		
	GIA Total for Institu	ution
services in FY 2004 is \$ In application for Grant-In-Aid, the	e Library Administratements of G.L. 29-6-6	on for Resident or School for the Deaf library tor and Institutional Director herewith certify 8 and all requirements as spelled out in this e is correct and complete.
InstitutionalLibrary Administrator _		Date
•	(signature)	
Institutional Director		Date
This application is hereby approve	(signature)	
Chief of Library Services, OLIS		Date
	(signature)	

GIA Year: 2003 Library File#

Institution	:

## \*Certification of Appropriation and Expenditure of State Supported Resident or Student Library Services July 2002- June 2003

\*Submit this form no later than September 15, 2003

Report Appropriations/Allocations for OLIS Library Programs Grant-In-Aid and Institutional Operating Funds for resident or student library services. Attach supporting documentation for changes to GIA allocations approved by OLIS and the Institutional Appropriation for patient/student library services in FY2003 as reported on the FY2003 Application for Grant-In-Aid. Any changes to GIA allocations not approved by OLIS must be substantiated to OLIS, Library Programs, Attn: Institutional Library Annual Report.

The Finance Officer and Library Administrator of the State Supported Institution certify that the following funds were expended/disbursed for resident or student library services between July 1, 2002 and June 30, 2003.

	Appropriated/Allocated	Expended/Disbursed
Grant-In-Aid to the Library Materials:		
Other:		
Total:		
Institutional Operating Funds For Resident or Student Library:		
The Finance Officer and the Library above appropriations/allocations and		
Finance Officer		
(signature)		(date)
(type Finance	Officer name)	
Library Administrator		
(signature)		(date)

## \*GENERAL INSTRUCTIONS

for the
ANNUAL REPORT
OF INSTITUTIONAL
LIBRARIES
to the
OFFICE OF LIBRARY AND INFORMATION
SERVICES

FISCAL YEAR 2003 JULY 1, 2002 - JUNE 30, 2003

## Deadline for submission of this report is September 15, 2003.

Original forms may not be altered after they have been received by OLIS; If data must be corrected for a signed form that was already submitted then enter all data including corrected data on a new form, complete the form with original signatures and resubmit the form no later than September 15, 2003.

## Mail the following forms as a packet to OLIS, Attn. Ann Piascik or send through the Delivery system to DLS Attn. Ann Piascik:

Application for Grant-In-Aid Certification of Appropriation and Expenditures \*2003 Annual Report Library Hours Wages

\*Do not submit the Instructions document as part of the 2003 Annual Report.

Fill out the Annual Report completely. Prompt and accurate completion of the forms is essential to processing applications for state grant-in-aid.

#### ANNUAL REPORT FORM

All references to FY2003 in the Annual Report are for the period of July 1, 2002 to June 30, 2003.

When completing the Annual Report, please follow these instructions:

- > Read all instructions and definitions.
- > Use ink on all paper forms submitted
- > Send the original when submitting signed forms
- > Fill in all the lines.
- > Use the appropriate code for each line:
  - Y when answering yes to a data item.
  - **N** when answering no to a data item.
  - **0** when your library knows it has nothing of an item.
  - **N/A** when your library has an item but the information is not available (Please provide an explanation when information is not available.)
- > Use decimals, not fractions.
- ➤ Compare the data reported on the FY2002 Annual Report submitted last year to the FY2003 data reported this year. Check and explain major differences.
- ➤ Double check the figures provided. Only data elements 14-16 require weekly figures.

#### Wages (Annual Report) Form

- Provide the number of staff even if the number is only 1.
- ▶ Use a different line for each position within a category that has a unique salary/hourly rate and/or hours per standard week.
- ▶ Use a different line for each category that is used to split a position. Report the portion of # of staff, salary and hours per standard week with the category used. Use decimals to report the portion of a person within a category. See Wages Form Instructions for more detail.
- ▶ Provide the minimum and maximum salary or hourly rate whenever known. A range is only valid when both the minimum and maximum figures are provided.

#### APPLICATION FOR GRANT-IN-AID

- ▶ The FY2004 Grant-in-Aid amount available to your institution is published on the LORI website (http://www.lori.ri.gov). See Grants then State Aid.
- ▶ The FY2004 operating appropriation for state supported institutional library services must be equal to or greater than the Appropriation and Expenditure amount reported for Institutional Operating Funds For the Library on the FY2003 Certification of Appropriation and Expenditure form.

## CERTIFICATION OF APPROPRIATION AND EXPENDITURE

▶ Both the institutional finance officer and the institutional library administrator must sign the Certification of Appropriation and Expenditure to certify that the reported amounts are correct and complete. Settle discrepancies before completing this form.

# FY2003 Annual Report DEFINITIONS

- 2. Street Address Do not report a post office or general delivery on this line.
- **FSCS Public Library Definition** A public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:
  - 1. An organized collection of printed or other library materials, or a combination thereof;
  - 2. Paid staff;
  - 3. An established schedule in which services of the staff are available to the public;
  - 4. The facilities necessary to support such a collection, staff, and schedule; and
  - 5. Is supported in whole or in part with public funds.

If the library meets all of the requirements of this definition, respond with a yes. If the library does not meet one or more of the requirements, respond with a no.

**9. Main/Central Libraries** - This is an administrative entity with a single direct service outlet or the library which is the operational center of a multiple-outlet library. Usually all processing is centralized here and the principal collections are housed here.

An Administrative Entity identifies an autonomous library entity that has its own governance and funding. Examples are an Administrative Entity with a Single Direct Service Outlet and an Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Not Separate.

An Administrative Entity with a Single Direct Service Outlet serves that public directly with one central library, books-by-mail only, or one bookmobile.

An Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Not Separate serves the public directly with two or more service outlets, including some combination of a central librar(ies), branch(es), bookmobile(s), and/or books-by-mail only.

- **18-19 State (Other than Institutional Agency)** These are all funds distributed to public libraries by State government for expenditure by the public libraries, except for federal money distributed by the State.
- **Federal (including grants)** This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State.
- **21-23 Other Income** This is all income other than that reported by Local, State, and Federal. Include, for example, monetary gifts and donations received in the current year, interest, library fines, and fees for library services. Do not include the value of any contributed or in-kind services or the value of any nonmonetary gifts and donations.
- **43a** Audio Materials These are materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically or electronically, or both.
- **Video Materials** These are materials on which pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or monitor.
- **47b. Subscription** This refers to the arrangements by which, in return for a sum paid in advance, periodicals, newspapers, or other serials are provided for a specified number of issues.
- **53. Circulation of Children's Materials** The total annual circulation of all children's materials in all formats to all users. It includes renewals.
- **School Age children Program Attendance** The count of the audience at all programs for which the primary audience is children. Includes adults who attend programs intended primarily for children.
  - Note: <u>Output Measures for Public Library Service to Children: A Manual of Standardized</u> Procedures (ALA, 1992) defines children as persons age 14 and under.
- **65, 72 General Annual Number of Programs and Annual Attendance** The count of the audience at all programs for which the primary audience is neither children, young adults, adults, family or the elderly. The programs are not geared to any particular age group. For example, the programs may include adults (single and married) and children.

Name of Library	

## LIBRARY HOURS

As of July 1, 2003

Report up-to-date library hours for each facility. Indicate typical library hours in the appropriate boxes below. For example, If a library is open Mondays 9 am to 8 pm, type "9" in the box under the column "Open AM" and the row "Monday" and type "8" in the box under the column "Close PM" and the row "Monday".

Please fill out a form for each main library and branch. For example, if your library has one main library and two branches, make two copies of this form and fill out three forms, one for each library facility.

If the library is open different hours depending on the season, please fill out a form for each regular seasonal change. If the library opens twice in one day, fill out the four columns. Otherwise, fill out the first two columns. Please circle AM or PM for each column used.

Winter Hours/Summer Hours (Circle Selection)

	Open AM/PM	Close AM/PM	Open AM/PM	Close AM/PM
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Total				

Return this form to OLIS Attn: Grants no later than September 15, 2003.

## PART I GENERAL INFORMATION

1. N	Jame of I	Institutional Library	
	01 1	(full legal name of library)	
2.a.	Street Ac	ddress	-
b.	Town		-
c.	Zip		
Fil	l in the bo	ox below if the library mailing address is different from its street address:	
	Mail	ing Address	
	Town	1	
	Zip	Code	
3.	a.	Telephone Number (401)	
	b.	FAX Number (401)	
	c.	TDD Number (401)	
1.	a.	Director/Head Librarian	
	b.	Director/Head Librarian's email address	

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5.	Does your library meet all the criteria of the FSCS Public Library Definition?			
6.	Is your library a member of CLAN?			
7.	Number of valid registered borrowers			
8.	Num	Number of institutional residents (as of 6/30/2003)		
9.	How	many main/central resident or student libraries do you operate?		
10.	How many branch libraries do you operate?A branch library is an auxiliary unit of an Administrative Entity which has at least all of the following: (1) separate quarters; (2) an organized collection of library materials; (3) paid staff; and (4) regularly scheduled hours for being open to the public.			
11.	Does your library have access to the Internet? Answer Y or N  If answer is N then answer N to all choices on the next question.			
12.	If your library has access to the Internet, <b>answer Y to only one</b> of the following 3 choices and N to the other 2 choices:			
	a.	Library staff only		
	b.	Patrons through a staff intermediary only		
	c.	Patrons either directly or through a staff intermediary		
13.	a.	Does your library provide access to electronic service? Answer Y or N		

If your library has a home page, please provide the address <a href="http://">http://</a>

b.

## PART II THE LIBRARY STAFF/HOURS A WEEK

Report total hours per week as of the last day of the fiscal year. Include unfilled positions if search is currently underway.

14.	al hours per week worked by persons holding the title of librarian, including director:	
	a.	With title of librarian or director and a master's degree from program accredited by ALA (e.g. library has 3 librarians with accredited master's degrees in library science 2 work 35 hours per week and one works 15 hours per week. Total hours would be 85).
	b.	With title of librarian or director and a master's degree but no accredited master's in library science.
	c.	Other persons holding the title of librarian.
15.		al hours per week worked by all other paid staff. (Includes all persons paid in the library budget except librarians, plant operation, security, and maintenance if).
16.	<u>Tot</u>	al hours per week worked by plant operation, security, and maintenance staff.

## PART III LIBRARY INCOME (July 1, 2002 - June 30, 2003)

Please <u>report figures in whole dollar amounts only</u> (round up to the nearest dollar if \$.50 or over, down if under \$.50). **Do Not Report Cents.** 

Operating Income State Institutional Agency				
17.	Amount <u>received</u> by your library for operating expenses that was generated exclusively from your institution's budget. Do not include state grant-in-aid, gifts, donations, fines, fees, endowment funds or funding for special projects.	\$		
State (d	other than Institutional Agency)			
18.	State grant-in-aid	\$		
19.	Other State	\$		
Federal		¢.		
20.	Federal (including grants)	\$		
Other I	ncome.			
21.	Resident Funds:	\$		
22.	Non-Government Grants	\$		
23.	All operating income other than that reported in 17-22. Include gifts, donations, interest, fines, fees for library services.	\$		
Total Income.				
24.	Total Operating (17-23)	\$		
25.	Total Capitol Income	\$		

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## PART IV LIBRARY OPERATING EXPENDITURES FY2003 (July 1, 2002-June 30, 2003

Report figures in whole dollar amounts only (round up to the nearest dollar if \$.50 or over, down if under \$.50). **Do Not Report Cents**. Local accounting practices shall determine whether a specific item is a capital expense or an operating expense regardless of examples in the definitions. Report capital expenditures under data item "Capital outlay".

сиренан	tares under data from Capital Outlay.		
Employ 26.	wages Include salaries and wages before deductions, but exclude "employee benefits." Include plant operation, security, and maintenance staff.	\$	
27.	Employee Benefits Include benefits outside of salary and wages paid and accruing to employees including plant operations, security and maintenance staff regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts spent by the library for direct, paid employee benefits such as social security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition and housing benefits.	* -	
28.	Total Employees Expenditures Total includes Wages and Employee Benefits. (#26 - #27)	\$ <u>-</u>	
Collecti	on Operating Expenditure.		
29.	Print Materials Include in this category materials that do not require magnification such as books, bound periodicals (not binding costs), government documents, and ephemeral print material.		
		\$	
30.	Current Serial Subscriptions. Include all physical formats. Include periodicals, newspapers, annuals.		
		ф	

2003AnnualReport Page 6 31. Materials in Electronic Format. Include materials considered part of the collection, whether purchased or leased, such as CD-ROMs, magnetic tapes, and magnetic discs, that are designed to be processed by a computer or similar machine. Examples are U.S. Census data tapes, locally-mounted databases, serials, and reference tools. Include operating expenditures for equipment when the cost is inseparably bundled into the price of the information service product. Exclude operating expenditures for library system software and microcomputer software used only by the library staff. 32. Audiovisual Materials. Include 8mm and 16mm films, video-cassettes, audiocassettes, recordings, compact discs, graphic materials, frame art, cartographic and three-dimensional materials. 33. Other Materials. Include all expenditures for materials not reported in items -Print (#29) to Audiovisual Materials (#32). 34. **Total Collection Expenditure** Total includes items - Print (#29) to Other Materials(#33) Other Operating Expenditures. 35. Preservation. Activities associated with maintaining library and archival materials for use either in their original form or in some other usable way, including but not limited to binding and rebinding, materials conversion, deacidification, lamination, and restoration. Do not

Includes equipment purchased during the fiscal year if they are not considered capitol expenditures. These expenditures include computer-related equipment not used for

include salaries.

electronic access.

Computer Equipment.

36.

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	·		
37.	Electronic Access. Include expenditures associated with access to electronic materials and services. Include computer hardware and software used to support library operations, whether purchased or leased, mainframe and microcomputer. Include expenditures for maintenance. Include expenditures for equipment used to run information service products when that expenditure cannot be separated from the price of the product. Report expenditures for services provided by national, regional, and local bibliographic utilities, networks, consortia and commercial services. Report all fees and usage associated with such services as CLAN, EBSCO, OCLC FirstSearch or electronic document delivery.	\$ .	
38.	Other Operating Expenditures. Include all expenditures not reported in data elements 26-37. Include software for staff use and systems operations software use if it is not included in cost of hardware. (Please explain)	\$ .	
39.	Total Other Operating Expenditures. Total includes data elements 35 –38.	\$	
40.	<b>Total Library Operating Expenditures.</b> Includes Total Employees Expenditures (28), Total Collection Expenditures (34), and Total Other Operating Expenditures (39).	\$ .	
41.	Capital outlay  Local accounting practices shall determine whether a specific item is a capital expense or an operating expense regardless of examples in the		

**definitions.** Include funds spent for construction and Asset Protection whether local, state or federal. Include local, state and federal funds for the acquisition of or additions to fixed assets such as building sites, new buildings and building additions, new equipment, computer installations, initial book stock, furnishings for expanded buildings, and new vehicles. This <u>excludes</u> replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation.

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## PART V LIBRARY COLLECTIONS

Note: Report physical units for each item, both cataloged and uncataloged, held at the end of the year. When volume data are not available, title information should be provided. Physical units are volumes, items or pieces. Titles are publications which form a separate bibliographic whole, whether issued as one or several volumes, reels, disks, slides, or parts. The term applies equally to printed materials, such as books and periodicals, and to audiovisual materials and microforms.

			Held at end of Year Physical Units
42.	Nor	Books.  Inperiodical printed publications bound in hard or soft covers in loose-leaf format.	
	Not (ma mer for has Seri regu	derials.  derials.  derials.  derials include periodicals includes periodicals includes, newspapers, annuals (reports, yearbooks, etc.) includes proceedings, and transactions of societies. Except the current volume, count unbound serials when the library at least half of the issues in a publisher's volume as one unit. It is are publications issued in successive parts, usually at a lar intervals, and as a rule, intended to be continued indefingly. Enter number of subscriptions under item #47- "Current al subscriptions".	
43.	Aud	diovisuals.	
	a.	Audio Materials. This includes audiocassettes, audiocartridges, audiodiscs, audioreels, talking books, compact disks (CDs) and other sound recordings.	
	b.	Video Materials. Includes videocassettes and videodiscs.	
	c.	Other AV Materials	

		Physical Units
44.	Electronic format. Include materials considered part of the collection, whether purchased or leased, such as CD-ROMS, magnetic tapes and magnetic discs, that are designed to be processed by a computer or similar machine. Examples are U.S. Census data tapes, locally-mounted databases, serials, and reference tools.	
45.	Other library materials.	
46.	Total Holdings. Total includes items - Books to Other library materials	
47.	Current Serial Subscriptions. Includes periodicals and newspapers in any format. Report titles received, both subscription and gift. Do Not report number of individual issues. The total number of individual titles, excluding duplicates, should be reported in column A. The total number of subscriptions in the library system, including duplicates, should be reported in column B. Do Not report electronic subscriptions here (eg. EBSCO).	
	a.Titles	
	b.Subscriptions	

#### PART VI LIBRARY SERVICES

48. Public Service Hours for all outlets per year Include both main library, branches, bookmobiles, and Books-by-Mail Only using the following method: If the main library is open 60 hours per week count 60 hours. If you also have 3 branches open the same number of hours as the main library (regardless of whether or not all facilities are open at the same time) add 3 x 60 hrs for the branches = 180 hours for a total of 240. 240 x 52= 2,080. Report 2,080 hours.

### 49. Library Visits per year

Include total number of persons entering the library for whatever purpose during the year. If an actual count of visits is unavailable, determine an annual estimate by counting visits during a typical week and multiplying the count by 52. A "typical week" is a time that is neither unusually busy or unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).

### 50. Reference transactions per year

A reference transaction is an information contact which involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. It includes information and referral service. Information sources include printed and non-printed materials, machine-readable data bases (including computer-assisted instruction), catalogs and other holdings records, and, through communication or referral, other libraries and institutions and persons both inside and outside the library. The request may come in person, by phone, by fax, mail, or by electronic-mail from an adult, a young adult, or a child. When a staff member utilizes information gained from previous use of information sources to answer a question, report as a reference transaction even if the source is not consulted again during this transaction.

Note: It is essential that you do not include in-house directional transactions in the report of reference transactions. A directional transaction is an information contact which facilitates the use of the library in which the contact occurs and which does NOT involve the knowledge, use, recommendation, interpretation, or instruction in the use of any information sources other than those which describe that library, such as schedules, floor plans, handbooks, and policy statements. Examples of directional transactions include giving instruction for locating, within the library, staff, library users, or physical features, etc., and giving assistance of a non-bibliographic nature with machines.

#### **Circulation Per Year**

<u>Circulation Transaction</u>: The act of lending an item from the library's collection for use generally (although not always) outside the library. This activity includes charging, either manually or electronically, and also renewals, each of which is reported as a circulation transaction. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library. Please report <u>Total annual</u> circulation for FY03 and details for each of the following categories of materials. The totals for the Categories and Formats columns should be the same.

	Categories		Formats		
51.	Adult	56.	Print Materials		
52.	Young Adult	57.	AV Materials		
53.	Children	58.	Other(describe)		
54.	Other(describe)				
55.	TOTAL Categories	59.	TOTAL Formats		

## **Programs Per Year**

Include bibliographic instruction, recreational, and educational programs or presentations the library sponsored in FY2003 both on and off the library premises. Do not include meetings sponsored by other groups using library meeting rooms.

		A Annual Programs	Number	of		B Annual Attendance
School age children	60				67	
Young adult	61				68	
Adult	62				69	
Family	63				70	
Elderly	64				71	
General	65				72	
TOTAL	66				73	

#### PART VIII RESOURCE SHARING

#### **DEFINITION:**

## Member of a System, Federation, or Cooperative Service

An autonomous library joined by formal or informal agreement(s) with other autonomous libraries to perform various services cooperatively, such as resource sharing, communications, etc. This does not include libraries that are part of multitype library systems, federations, or cooperative services. This does not include multiple outlet administrative entities (e.g.,libraries with branches and that have the word "system" in their legal name) if the entity does not have an agreement with another autonomous library. Note: For the purposes of this classification, networks such as OCLC and Internet are not considered systems, federations, or cooperative services. Libraries that are members of CLAN or LORI are members of a system or cooperative service.

Select	one of	the following Interlibrary Relationships that describes your library:							
74.	headq	ME- Member of a system, federation, or cooperative service, but not the uarters (i.e. CLAN)							
		NO- Not a member of a system, federation, or cooperative service.							
Reques Include	st for a	Loans Per Year  nd provision of library material, or a copy of the material, made by one library to another.  lending and borrowing. The libraries involved in an interlibrary loan are not under the administration. An item is a book, an individual article or a set of replacement pages.							
75.	Tota	Total items provided to other libraries							
	a.	CLAN system-wide holds							
	b.	Other (ie. ILL, OCLC)							
76.	Tota	al items received from other libraries							
	a.	CLAN system-wide hold							
	b.	Other (ie. ILL, OCLC)							

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77.	INSTITUTIONAL DIRECTOR		
	<del>-</del>	(signature)	(date)
	_	(Please type Institutional Director name)	
	LIBRARY ADMINISTRATOR		
		(signature)	(date)

In accordance with the Civil Rights act of 1964, as amended, and the regulations issued thereunder, Public Library Services and construction programs financed in whole or in part by Federal financial assistance are being and will continue to be conducted by OLIS in such manner that no person will be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination on the grounds of race, color, religion, sex, or national origin. Further, per Executive Order #14, dated January 22, 1974 Equal Opportunity and Affirmative Action is the policy of this Office as a unit of Rhode Island state government in all areas where the state dollar is spent in employment, public service, grants and financial assistance.

Office of Library and Information Services
June 2003